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ABSTRACT

This 1973 edition of the handbook presents both faculty and administrative policies and regulations. The management structure is outlined and guidelines for specific personnel emphasized, including the president, vice-presidents for academic affairs, student affairs, and development, the dean of admissions, and for committee organization. Constituent bodies of the college (Administrative Board, Faculty Assembly, College Council, and Student Senate) are also detailed. The campus judicial system and scheduling of events are included in the administrative section of the handbook. In the faculty section, a much smaller part of the handbook, details are presented on such topics as promotion and tenure, right of appeal, retirement, faculty responsibiiities and relationships, contracts, salary, insurance, travel, leave policy, and directed assignments. (LBH)

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SAINT MARY-OF-THE-WOODS COLLEGE

FACULTY AND ADMINISTRATIVE MANUALS

Part I - Administration

Part II - Faculty

HE 007 279

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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November 1973

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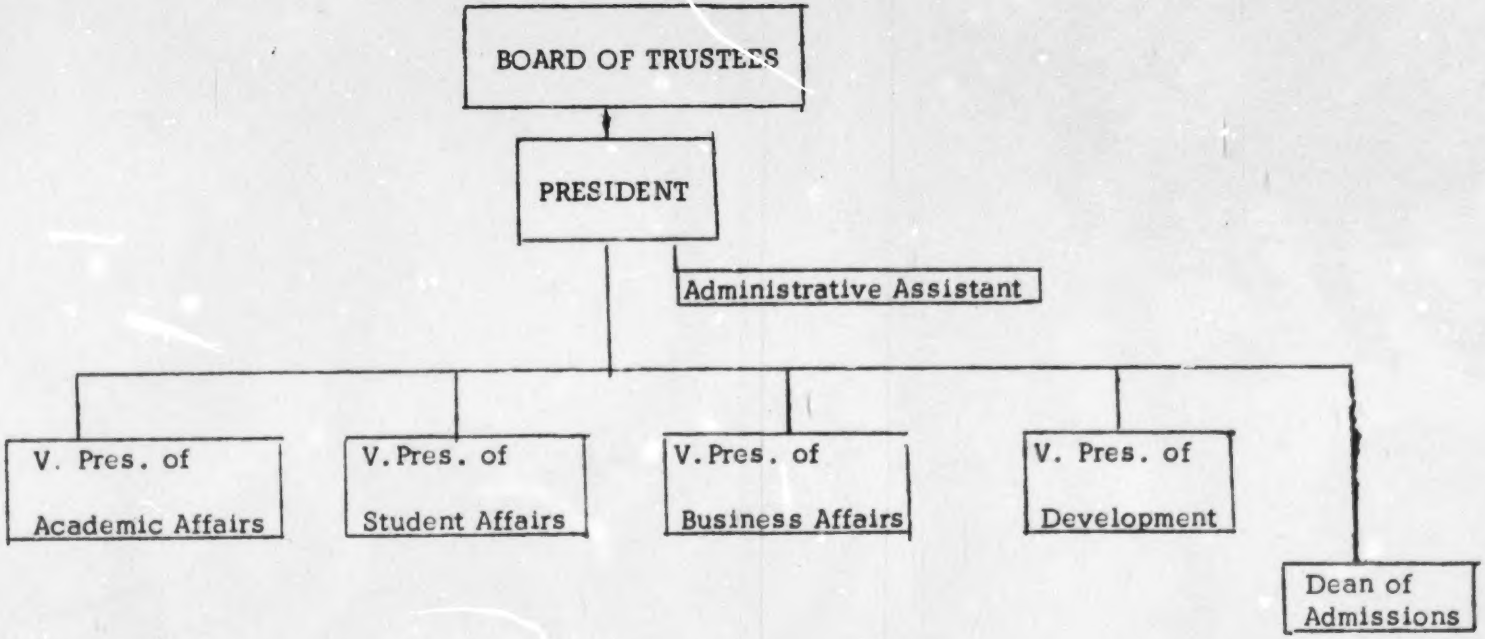
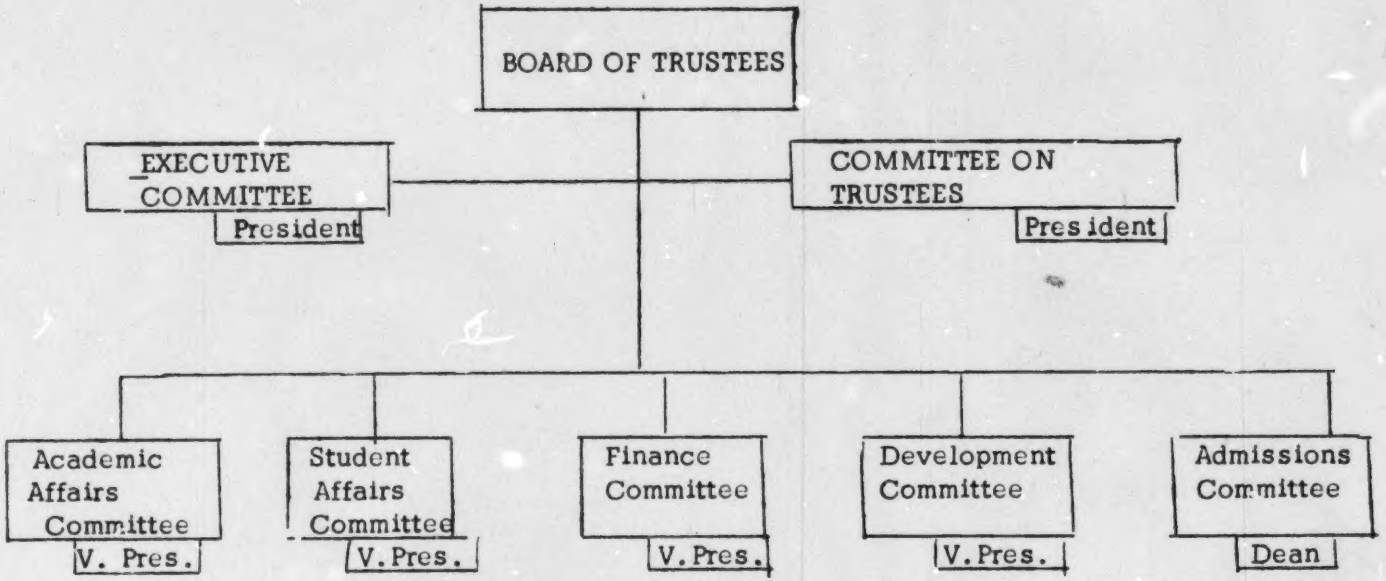
MANAGEMENT STRUCTURE



COMMITTEE STRUCTURE



PRESIDENT

The President of the College is appointed by the Board of Trustees on the recommendation of a committee empowered by the Board to search for candidates for the office.

The President, as principal executive officer of the college, shall in general supervise and control all of the business and affairs of the college, performing all duties incident to the office of President, and such other duties as may be prescribed by the Board of Trustees from time to time.

Responsibilities:

1. To prepare, maintain and from time to time review rules and regulations for the operation of the college.

2. To designate the Vice Presidents (with approval of the Board of Trustees), the Deans, Registrar and other officers of the College.

3. To supervise the development and implementation of the Long-Range Plan.

4. To perform all functions relative to the operation of the College as shall be deemed advisable and not inconsistent with the By-Laws or Resolutions adopted by the Board of Trustees.

5. To serve as an ex officio member of all of the committees of the Board of Trustees and as staff officer of the Executive and Trustee Committees.

6. To prepare and publish annually a report on the operations and status of the College for distribution to various publics.

The Vice-Presidents in the following order will assume responsibility for the College in the absence of the President:

The Vice-President for Academic Affairs

The Vice-President for Student Affairs

The Vice-President for Business Affairs

The Vice-President for Development

ADMINISTRATIVE ASSISTANT TO THE PRESIDENT

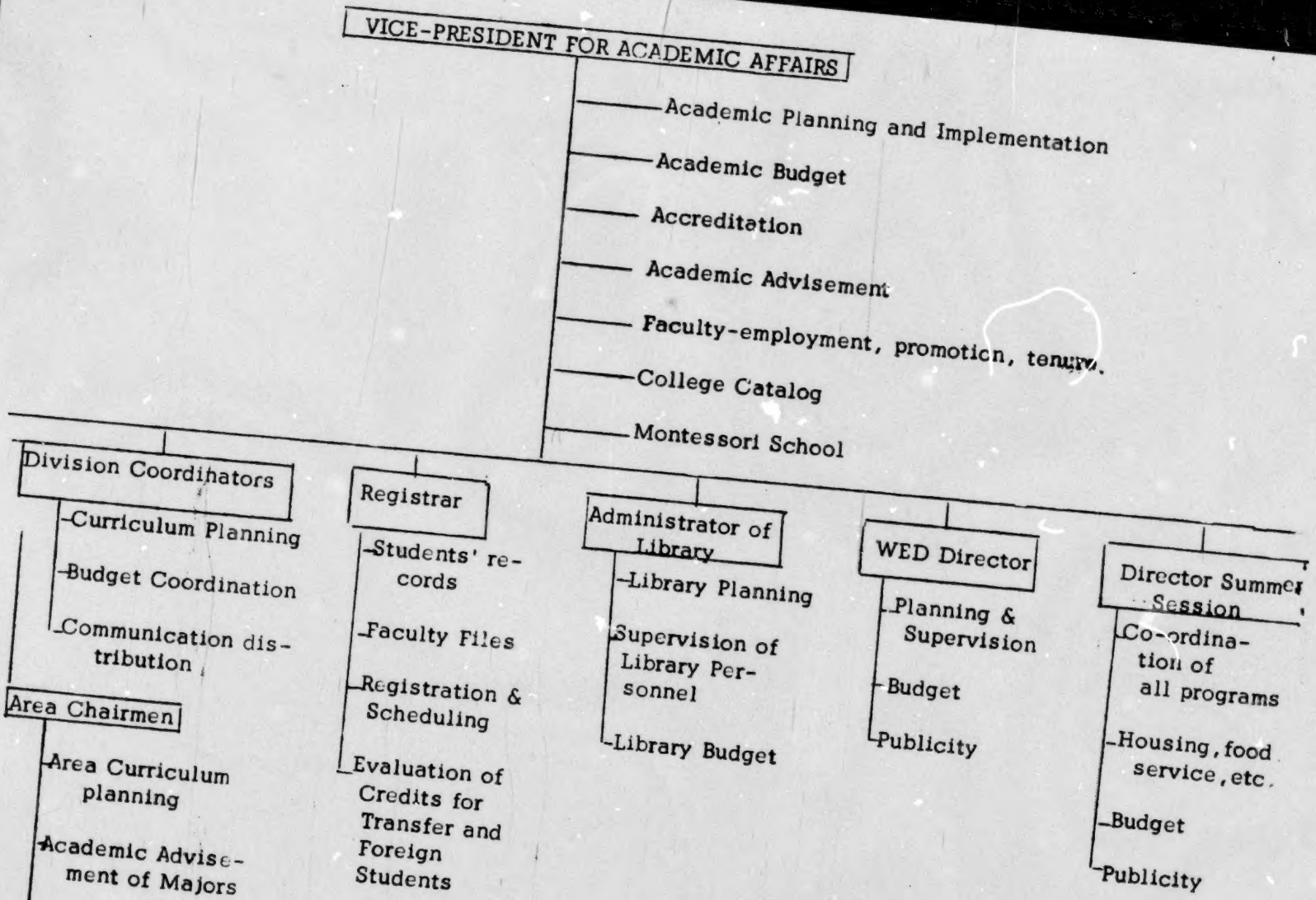
The Administrative Assistant to the President is appointed by the President. He or she is responsible to the President and shall fulfill the duties specifically assigned by the President.

Responsibilities:

1. To serve as Secretary to the Administrative Board.
2. To assist the President in preparing his or her social calendar for the year and in carrying out the plans connected with that calendar.
3. To execute the duties assigned from time to time by the President

ADMINISTRATIVE BOARD

The Administrative Board is composed of the President, the Vice-Presidents, the Dean of Admissions and the Public Relations Director. It acts as a counseling body to the President on all matters of administrative concern. The Board meets weekly when the President is on campus.


VICE-PRESIDENT FOR ACADEMIC AFFAIRS
Academic Planning and Implementation
Academic Budget
Accreditation
Academic Advisement
Faculty-employment, promotion, tenure
College Catalog
Montessori School
Division Coordinators
Curriculum Planning
Budget Coordination
Communication distribution
Area Chairmen
Area Curriculum planning
Academic Advisement of Majors
Area Budget
Registrar
Students' records
Faculty Files
Registration & Scheduling
Evaluation of Credits for Transfer and Foreign Students
Administrator of Library
Library Planning
Supervision of Library Personnel
Library Budget
WED Director
Planning & Supervision
Budget
Publicity
Director Summer Session
Co-ordination of all programs
Housing, food service, etc.
Budget
Publicity

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

The Vice President for Academic Affairs is elected by the Board of Trustees on the recommendation of the President.

The Vice-President for Academic Affairs, as the chief academic officer of the College is responsible to the President and through the President to the Board of Trustees for all academic matters.

Responsibilities:

1. To be the chief advisor to the President on all academic matters.

2. To prepare reports for accrediting agencies and to maintain the standards these require.

3. To meet regularly with the Division Coordinators and to supervise with them:
   (a) the establishing of aims and objectives of the divisions and the areas
   (b) the interpretation and implementation of the academic policies of the college,
   (c) the operation of the normal academic procedures of the college.

4. To confer with faculty regarding unusual academic problems.

5. To interview prospective faculty and library staff, and to make recommendations to the President regarding their appointment.

6. To recommend to the President, with the advice of the Committee on Academic Rank, Promotion and Tenure, faculty members for promotion in rank, salary or receipt of tenure.

7. To prepare the academic calendar and to submit it to the College Council and the President for review and adoption.

8. To coordinate the preparation of the college catalogue.

9. To confer with the President and the Vice-President for Business Affairs regarding approval of the academic budgets.

10. To be an ex-officio member, with vote, on the Academic Affairs Committee of the College Council.

11. To serve as staff member on the Academic Committee of the Board of Trustees.

DIVISION COORDINATORS

The Division Coordinators report directly to the Vice-President for Academic Affairs and are responsible for coordinating the operation of the areas which comprise their division.

The Division Coordinators are appointed by the President after receiving recommendations from faculty and students in each area of the division. The appointment is for a three-year term with no limitation on eligibility for reappointment except age. Division Coordinators shall be no more than 65 years of age.

Responsibilities:

1. To administer the division in close cooperation with a faculty and student steering committee. The composition of the steering committee may be decided by each division, but it must include faculty from each area and students representing each area.

2. To conduct regular divisional meetings and steering committee meetings to discuss and formulate the academic business of the division, including aims of the area and division, academic programs, finances, improvement of teaching, curriculum, advisement of students, teaching assignments and any other academic matters relating to the division.

3. To submit the major policies of the division to the proper administrators or committees for approval.

4. To supervise implementation of the college academic policies and of the decisions of the steering committee.

5. To coordinate preparation of catalogue copy for the division and to recommend to Public Relations and Admissions staffs such material as may be desirable in promotion of the various areas of the division.

6. To coordinate preparation of the budget, to receive and manage the approved budget, to sign all requisitions for all areas of the division.

7. To consider with the steering committee all new course offerings and deletion of courses, and to submit same with recommendation for approval or rejection to the Vice-President for Academic Affairs and to the College Council.

8. To work with the area chairmen on faculty recruitment; to interview prospective faculty, and to make recommendations to the President.

9. To be responsible for the general welfare of the division and to carry out such other duties as are entrusted to him by the division.

AREA CHAIRMEN

The Area Chairmen are directly responsible to the Coordinator of their respective division for the operation of their area. The Chairmen are appointed by the President after receiving recommendations from students and faculty in the area. They shall be appointed for a three year term with no limitation in eligibility for reappointment except age. Area Chairmen shall be no more than 65 years of age.

Responsibilities:

1. To meet regularly with faculty and student members of the area to discuss aims, academic programs, curriculum and course offerings and other necessary business and to channel various communication to others in the area.

2. To submit the policies and plans of the area to the Division Coordinator and Division Steering Committee for consideration.

3. To be academic advisor to the students in the area.

4. To work with Division Coordinators on faculty recruitment for the area, preparation of catalogue copy for the area and division, teaching assignments and course offerings for the area.

5. To submit proposals for introducing new courses or deletion of courses in the area to the Division Coordinator.

6. To interview faculty in the area each December and to make recommendations through the Division Coordinator to the Vice-President for Academic Affairs regarding the salary increases, promotion and tenure for area faculty.

7. To work with other area chairmen in planning inter-area majors and courses.

8. To plan with the area faculty and to approve purchases for the area.

9. To recommend to the Administrator of the Library, after conferring with the area faculty, purchases of books, journals, references.

10. To promote the college among prospective students and others as appropriate.

ADMINISTRATOR OF THE LIBRARY

The Administrator of the Library is appointed by the President and is responsible directly to the Vice-President for Academic Affairs for the operation of the library.

Responsibilities:

1. Setting goals and objectives for the library in the light of overall goals set down by the Faculty and Administration for the college.
2. Planning so as to implement these goals in specific acts.
3. Securing personnel, equipment and materials necessary to do the work of carrying out these acts.
4. Supervising generally the overall work of the library, and participating in it to the best of his ability.
5. Evaluating all aspects of the library's work and adjusting goals, procedures, etc., as needed.
6. Reporting to both faculty and administration both progress and needs.
7. Initiating, administering and revising budgets for the library.

REGISTRAR

The Registrar is appointed by the President and is directly responsible to the Vice-President for Academic Affairs for keeping the academic records of the College.

Responsibilities:

1. To register and classify all students.
2. To compile, evaluate and check, safely retain and supervise appropriate use of student reports and records.
3. To prepare a schedule of classes and classrooms, and to prepare a final examination schedule.

4. To prepare and issue transcripts and certification of other selected data from student records and to evaluate and prepare applications for teacher certification.

5. To tabulate, analyze, and interpret data and to prepare reports concerning these data.

6. To supervise personnel and to control supplies, equipment, and the supporting budget for the office.

7. To maintain files of faculty applications, transcripts, and similar records.

8. To prepare the College Directory.

9. To compile a list of candidates for graduation, obtain diplomas, and prepare the stage for commencement.

10. To evaluate credits of transfer students and foreign students, and verify visas of the foreign students.

DIRECTOR OF SUMMER SESSION

The Director of the Summer Session is appointed by the President and is responsible directly to the Vice-President for Academic Affairs for the operation of the Summer Session.

Responsibilities:

1. To establish each fall a Summer Session Advisory Committee.

2. To coordinate the Summer Session Academic Program.

3. To prepare and distribute the Summer Session publicity.

4. To prepare the Summer Session budget.

5. To coordinate the Summer Session housing and food service.

6. To handle Summer Session registration.

7. To prepare a report on the operation and financial status of the Summer Session at the end of the summer.

THE WOMEN'S EXTERNAL DEGREE PROGRAM DIRECTOR

The WED Director is appointed by the President and reports directly to the Vice-President for Academic Affairs concerning the operation of the WED program.

Responsibilities:

1. In conjunction with the College Administration, the Advisory Committee, and the Faculty Advisors, to preserve the quality of the B.A. degree at Saint Mary-of-the-Woods College so that the degree earned in the WED program be in no way of less value than that earned in the residential program.

2. To select, with the consent of the President and Vice-President for Academic Affairs, members of the Advisory Committee, and to call and chair meetings of the group.

3. To select Faculty Advisors for the program, and to insure they are aware of their responsibilities.

4. To be responsible for the general administration of the WED program including publicity, recruitment of qualified students, application, admission, participation, graduation and transcripts.

5. To develop and administer a budget for the program.

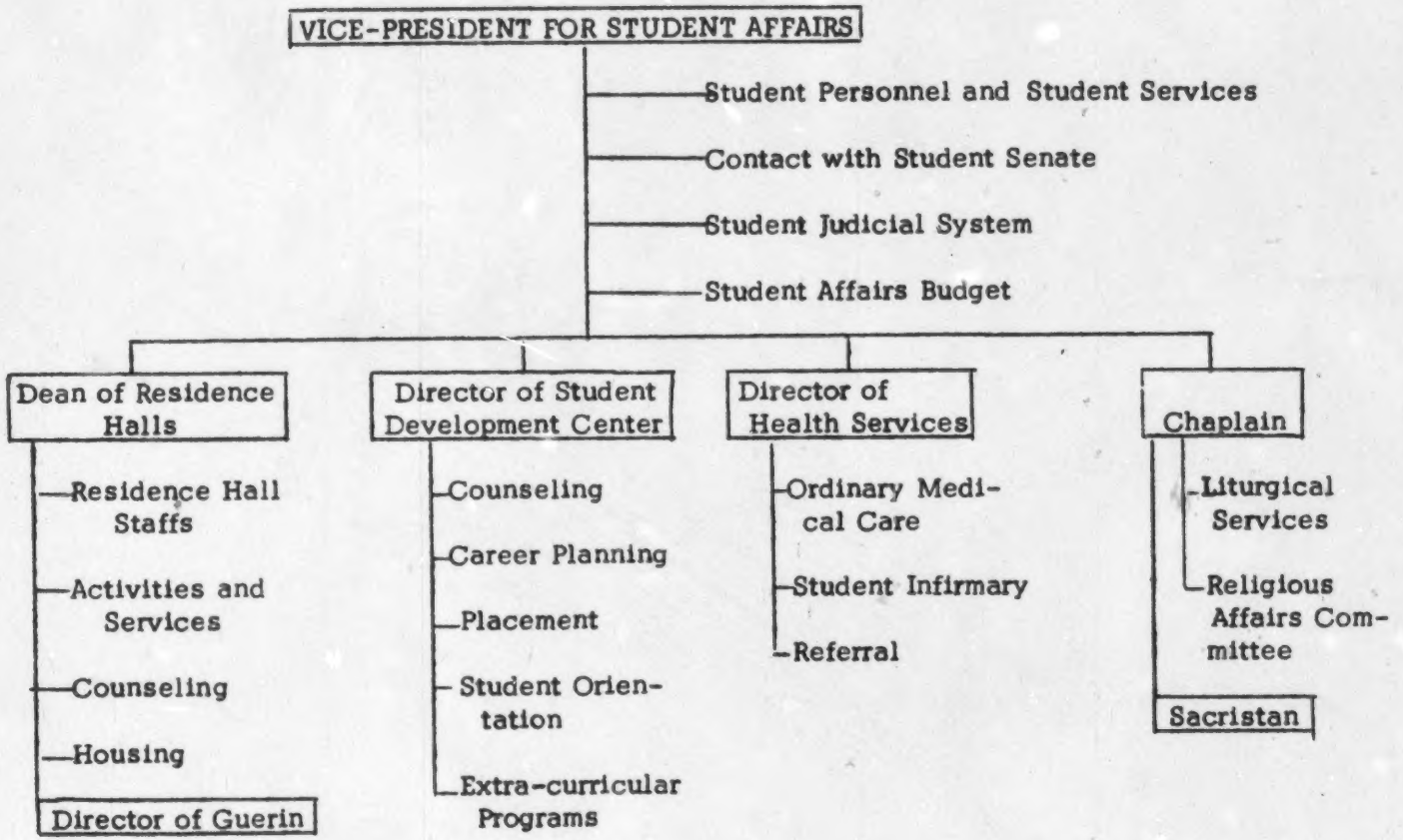
6. To provide such reports as may be requested by appropriate members of the College Administration and the Board of Trustees.

7. To arrange in-service training and information programs for the college community.

8. To act as liason between the WED Students and Faculty Advisors and the College Administration.

9. To be responsible for innovations in WED and to attempt to continually improve the program.

10. To investigate the concept of the external degree, to keep informed on current developments in the area of external degrees, and to communicate the information to appropriate members of the college community.


VICE-PRESIDENT FOR STUDENT AFFAIRS
Student Personnel and Student Services
Contact with Student Senate
Student Judicial System
Student Affairs Budget
Dean of Residence Halls
Residence Hall Staffs
Activities and Services
Counseling
Housing
Director of Guerin
Director of Student Development Center
Counseling
Career Planning
Placement
Student Orientation
Extra-curricular Programs
Director of Health Services
Ordinary Medical Care
Student Infirmary
Referral
Chaplain
Liturgical Services
Religious Affairs Committee
Sacristan

VICE-PRESIDENT FOR STUDENT AFFAIRS

The Vice-President for Student Affairs is elected by the Board of Trustees on the recommencation of the President.

The Vice-President for Student Affairs is responsible to the President for the operation of the student services and all that pertains to student personnel.

Responsibilities:

1. To be chief advisor to the President on all matters that concern student personnel and student services.
2. To direct the activities of the residence halls staffs, the health services staff, the office of student development, the Chaplain's office, and the operations of the security force which pertain to the protection of students.
3. To serve as the administrative contact with the Student Senate.
4. To periodically review and make recommendations concerning the student judicial system.
5. To serve on the Student Affairs Standing Committee of the College Council.
6. To serve as staff officer of the Student Affairs Committee of the Board of Trustees.

DEAN OF RESIDENCE HALLS

The Dean of Residence Halls reports to the Vice-President for Student Affairs and is responsible for the operation of the residence halls.

Responsibilities:

1. To hire and train the staffs of the residence halls.
2. To direct the activities and see to the smooth operation of the residence halls staffs and services.
3. To be available in a counseling capacity to individual students.
4. To be responsible for housing arrangements.

DIRECTOR OF HEALTH SERVICES

The Director of Health Services reports to the Vice-President for Student Affairs and is responsible to provide health services for students.

Responsibilities:

1. To provide ordinary medical care for students.
2. To refer students who need medical services in Terre Haute.
3. To operate the student infirmary.

DIRECTOR OF THE OFFICE OF STUDENT DEVELOPMENT

The Director of the Office of Student Development reports to the Vice-President for Student Affairs and is responsible for the areas of counseling and career planning and placement.

Responsibilities:

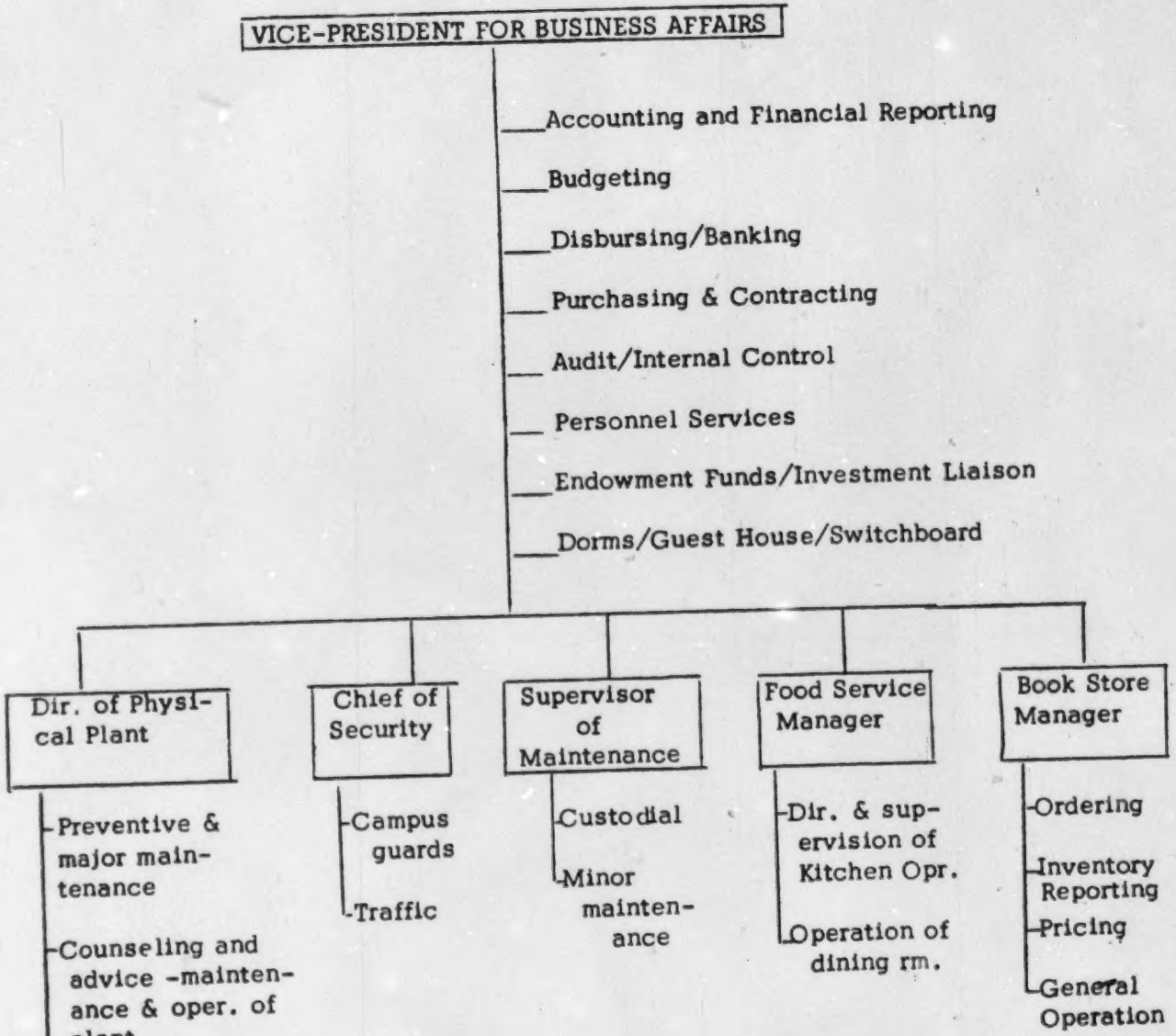
1. To provide individual and/or group counseling for students.
2. To operate the Career Planning and Placement Center.
3. To develop a program for new student orientation.
4. To assist in planning extra-curricular programs which contribute to the total educational experience and personal growth of students.

THE CHAPLAIN

The Chaplain reports directly to the Vice-President for Student Affairs and is responsible for planning and operating the religious affairs of the campus.

Responsibilities:

1. To provide regular liturgical services for members of the college community.
2. To chair the Religious Affairs Committee which plans and provides periodical religious aspects of the college environment.


VICE-PRESIDENT FOR BUSINESS AFFAIRS
Accounting and Financial Reporting
Budgeting
Disbursing/Banking
Purchasing & Contracting
Audit/Internal Control
Personnel Services
Endowment Funds/Investment Liaison
Dorms/Guest House/Switchboard
Dir. of Physical Plant
Preventive & major maintenance
Counseling and advice -maintenance & oper. of plant
Bids and Contracts
Maintenance & operation of Plant
Chief of Security
Campus guards
Traffic
Supervisor of Maintenance
Custodial
Minor maintenance
Food Service Manager
Dir. & supervision of Kitchen Opr.
Operation of dining rm.
Book Store Manager
Ordering
Inventory Reporting
Pricing
General Operation

VICE-PRESIDENT FOR BUSINESS AFFAIRS & TREASURER

The Vice-President for Business Affairs and Treasurer is elected by the Board of Trustees on the recommendation of the President and is responsible to the President for the business and managerial aspects of all activities of the College and the maintenance and operation of the physical plant and campus grounds.

Responsibilities:

1. To direct the business and financial management functions of the College.
2. To develop and execute the operating budget.
3. To have custody of and be responsible for all funds and securities of the College.
4. To collect, disburse, deposit, and account for funds.
5. To perform required liaison regarding investments of college funds.
6. In coordination with the President, to effect such borrowing as may be authorized by the Board of Trustees.
7. To purchase and contract for goods and services.
8. To be responsible for efficacy of accounting systems, and audit and internal control.
9. To direct personnel services, including payroll and hiring of non-academic personnel.
10. To manage Guest House and vending machine operations.
11. To serve as staff member on the Finance Committee of the Board of Trustees.

The following activities or auxiliary enterprises are supervised by the Vice-President for Business Affairs and Treasurer through the personnel occupying the positions as indicated below:

Director of Physical Plant is responsible for maintenance and operation of the physical plant and grounds, including all utilities.

Responsibilities:

1. Assures that preventive maintenance is conducted.
2. Provides counsel, advice, and cost estimates as necessary to Vice-President for Business Affairs regarding major needs of the physical plant and grounds.

Dir. of Physical Plt. (contd.)

3. Arranges for bids and contracts with outside contractors as necessary.

Chief of Security is responsible for the security of physical plant and property and protection of all campus residents.

Responsibilities:

1. Directs a force of campus guards who maintain a 24 hour patrol and watch over campus buildings and grounds.

2. Controls traffic and enforces parking regulations.

Supervisor of Maintenance is responsible for cleaning and janitorial services for dormitories, academic and administrative areas, and performs minor maintenance and other handyman functions as required.

Food Service Manager - Operation of the dining hall is handled by contract with Saga Food Service, which provides an on-site manager to direct and supervise its personnel in kitchen operations. The point of contact for the Saga Manager in all matters pertaining to food service for the college is the Vice-President for Business Affairs.

Bookstore Manager is responsible for general operation of the Bookstore.

Responsibilities:

1. Ordering text books as required by faculty.

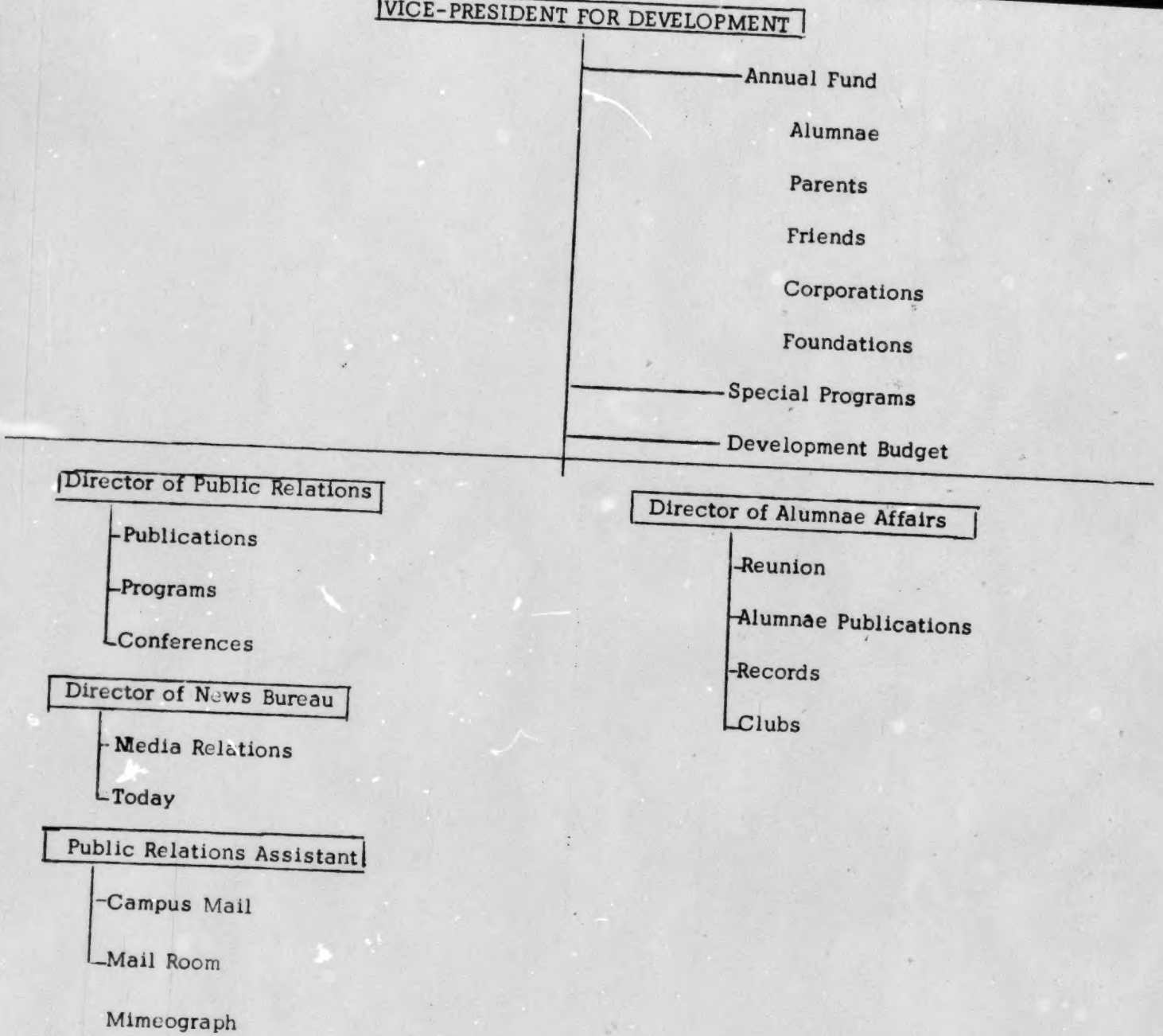
2. Ordering and stocking school supplies, personal items, and other merchandise for sale to students.

3. Inventory reporting.

4. Pricing of merchandise.

5. Depositing daily sales receipts at the Business Office.

6. Establishing or ordering and pricing system which will assure against loss on the bookstore operation.


VICE-PRESIDENT FOR DEVELOPMENT
Annual Fund
Alumnae
Parents
Friends
Corporations
Foundations
Special Programs
Development Budget
Director of Public Relations
Publications
Programs
Conferences
Director of News Bureau
Media Relations
Today
Public Relations Assistant
Campus Mail
Mail Room
Mimeograph
Director of Alumnae Affairs
Reunion
Alumnae Publications
Records
Clubs

VICE-PRESIDENT FOR DEVELOPMENT

The Vice-President for Development is elected by the Board of Trustees on the recommendation of the President. The Vice-President for Development, as chief development officer of the college, is responsible to the President for coordinating the fund raising and public relations activities of the College.

Responsibilities:

1. To build a detailed fund raising program that will elicit sufficient funds for the smooth operation of the College.

2. To see that the proper image of the College is developed and publicized wherever possible and to supervise and direct the activities of the Public Relations Office.

3. To see that the alumnae are kept consistently updated concerning the activities of the College, and to that end to direct the activities of the Alumnae Office.

4. To publish an annual report concerning the development activities and funds of the College and to distribute that report.

5. To serve as staff officer of the Development Committee of the Board of Trustees.

PUBLIC RELATIONS DIRECTOR

The Public Relations Director reports to the Vice-President for Development and is responsible for communicating and interpreting information about the College to a variety of publics.

Responsibilities:

1. Keep local, state, national and educational media informed of developments at the College.

2. Prepare and publish the campus bulletin titled "Today."

3. Serve as program chairman for the College and in this capacity administer the budget for speakers, entertainment and cultural offerings and movies, chosen in consultation with a faculty-student committee.

4. Coordinate campus tours and special programs involving use of campus facilities.

5. Coordinate all campus publications.

6. Schedule all events from Public Relations Office.

EXECUTIVE DIRECTOR OF ALUMNAE AFFAIRS

The Executive Director of Alumnae Affairs reports directly to the Vice-President for Development and functions as the liaison between the Alumnae Association and the College community. The Alumnae office is the central base of alumnae operations. While policies and plans essentially emanate from and are determined by the alumnae through the Alumnae Executive Board, the Executive Director has the responsibility of supporting, advising, and implementing where appropriate, all alumnae activites.

Responsibilities:

1. Publication of the Alumnae NEWS and other occasional mailings.

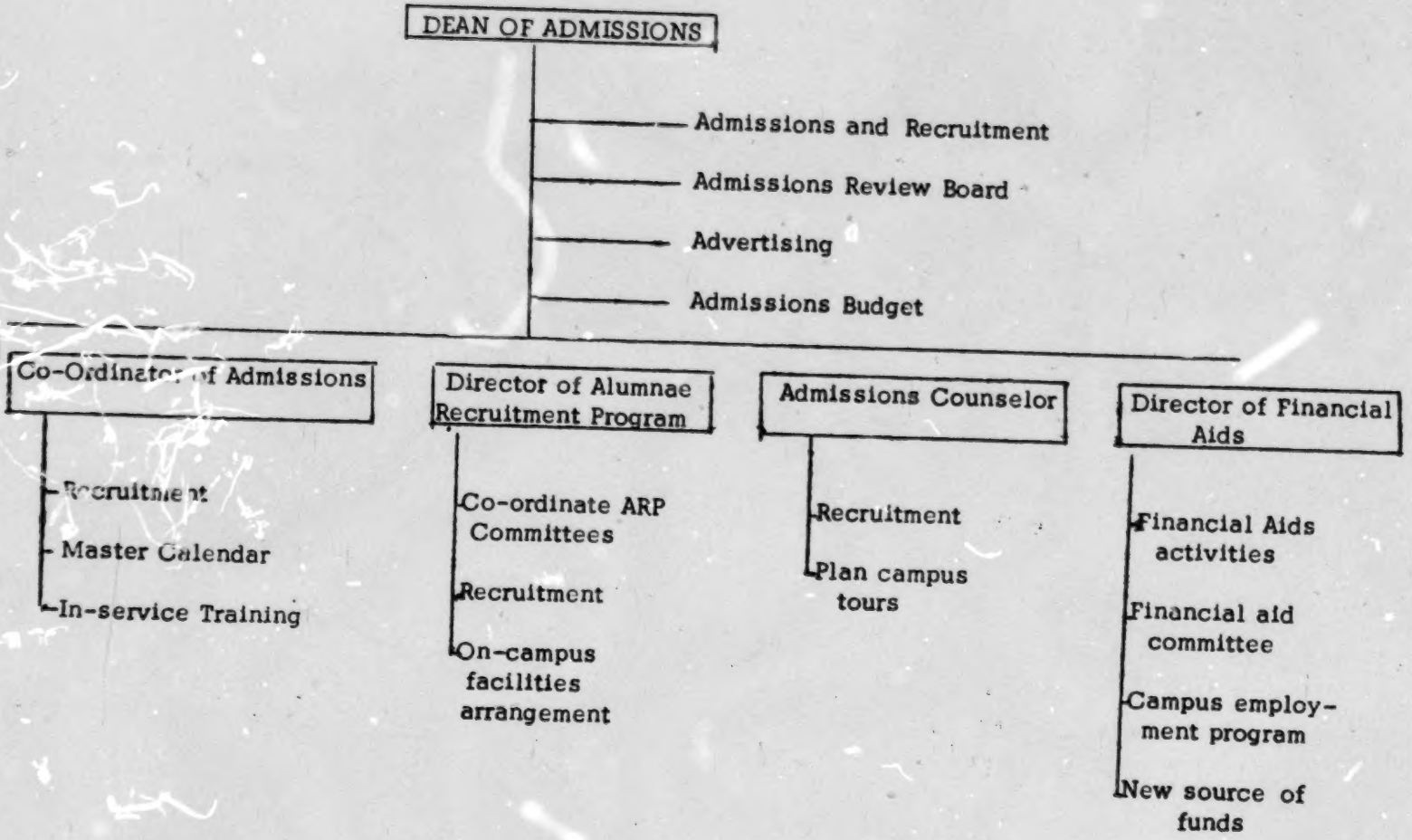
2. Maintenance of interest among individual alumnae through personal correspondence and visits, particularly on significant occasions.

3. Maintenance and development of area clubs.

4. Coordination of alumnae and admissions programs where feasible.

5. Keeping the financial records of the Alumnae Association and current information pertinent to individual members.

6. Plan and coordinate the annual Alumnae Reunion.


DEAN OF ADMISSIONS
Admissions and Recruitment
Admissions Review Board
Advertising
Admissions Budget
Co-Ordinator of Admissions
Recruitment
Master Calendar
In-service Training
Director of Alumnae Recruitment Program
Co-ordinate ARP Committees
Recruitment
On-campus facilities arrangement
Admissions Counselor
Recruitment
Plan campus tours
Director of Financial Aids
Financial Aids activities
Financial aid committee
Campus employment program
New source of funds

DEAN OF ADMISSIONS

The Dean of Admissions is appointed by the President to direct and supervise all endeavors to recruit and to admit prospective students to Saint Mary-of-the-Woods College. The Dean reports directly to the President.

Responsibilities:

1. To admit students to Saint Mary-of-the-Woods College when all their records are in order and there is no question of eligibility.

2. To serve as Chairman of the Admissions Review Board which evaluates the admissibility of students in question.

3. To supervise the work of the Coordinator of Admissions, Admissions Counselors, Director of the Alumnae Recruitment Program, and Director of Financial Aids, as well as all others employed in the Office of Admissions.

4. To coordinate the work of the three programs to insure optimum results in the recruitment and endeavor.

5. To prepare all materials pertaining to admissions for the college catalog.

6. To plan and administer the advertising budget of the college.

7. To serve as staff officer of the Admissions Committee of the Board of Trustees and to report the actions and recommendations of this committee to the President and Administrative Board.

8. To submit periodic reports to the President.

9. To serve as staff officer of the Admissions Committee of the Board of Trustees.

CO-ORDINATOR OF ADMISSIONS

The Co-ordinator of Admissions is responsible to the Dean of Admissions for the general co-ordination of the recruitment activities of the Admissions Counselors.

Responsibilities:

1. To direct recruitment activities including correspondence, visitation, and personal follow-up.

2. To establish and maintain a master calendar for the Admissions Staff which will outline the geographic area to which individual members of the staff will travel and the dates for such visits.

3. To assist the Dean of Admissions in determining both short and long-range admissions objectives.

4. To establish and carry out an in-service training program for Admissions office personnel as that pertains to the preparation for recruitment activities.

DIRECTOR OF THE ALUMNAE RECRUITMENT PROGRAM

The Director of the Alumnae Recruitment Program will plan, organize and supervise the functions of the Alumnae Recruitment Program on and off campus.

Responsibilities:

1. To act as a co-ordinator and resource person for the Alumnae Recruitment Committees.

2. To serve the admissions recruitment force by traveling to high schools for college day or night visitations.

3. Be responsible for the on-campus visits of groups or individuals interested in becoming Saint Mary-of-the-Woods College students.

ADMISSIONS COUNSELOR

The Admissions Counselor shall be responsible to represent the College at high schools in the eastern United States.

Responsibilities:

1. To conduct visitation activities at assigned high schools in the eastern United States.

2. To serve as staff editor and reviewer for information coming and going out of the admissions office.

3. To organize and plan a standard campus tour format.

DIRECTOR OF FINANCIAL AIDS

It is the responsibility of the Director of Financial Aids to perform and coordinate the activities of the Financial Aids Office.

Responsibilities:

1. To direct all financial aids activity, including planning and evaluating the program for financial aid.

2. To serve on the Financial Aid Committee which awards scholarships and grants after the academic record and the financial situation of the applicants have been reviewed.

3. To administer federal funding programs.

4. To operate the student campus employment program.

5. To handle papers, forms, records, and correspondence required by various agencies to provide financial assistance to our students.

6. To submit periodic reports to the Dean of Admissions.

7. To constantly search out new sources of funds to enrich the scholarship program.

COMMITTEES

The operation of the College requires the work of standing and ad hoc committees, composed generally of faculty, students, and administrators.

The Library Committee is composed of the Administrator of the Library, the Vice-President for Academic Affairs, plus elected faculty members and students. The duties of this committee are:

1. To hear reports from the Librarian.
2. To review, to make suggestions concerning and to approve general policies concerning the operation of the library.
3. To make suggestions for improved library service and the general operation of the library.
4. To critically examine, evaluate and propose changes in each of the phases of the library's operation, the whole library to be so examined in a four year period.
5. To critically examine the Library Budget before it is submitted for approval.
6. To be a channel of communication between the library and its clientele, so that information concerning the library is made available to the clientele, and criticisms and suggestions from clientele come to the attention of responsible persons in the library.

This committee meets at least twice a semester.

The Teacher Education Committee, responsible to the Vice-President for Academic Affairs, is composed of all full-time faculty of the Education area, a faculty representative from each Division elected by the division, two elementary education majors elected by the elementary education majors, two students on the secondary education program elected by students on this program. The student members of the committee shall be of junior or senior status. The Vice-President for Academic Affairs shall be an ex officio member with voice but no vote. The Certification Officer shall be an advisor to the Committee with voice but no vote. The duties of this committee are:

1. To work with the Education faculty in an advisory capacity.
   (a) in establishing guidelines for admissions to, retention in and rejection from the Teacher Education program.

(b) in reviewing and making recommendations on curricular proposals to strengthen the Teacher Education program,
(c) in publicizing the Teacher Education program,
(d) in conducting research regarding the Teacher Education program, such as follow-up studies.

2. To provide the faculty and administration a continuing interpretation of the work of Teacher Education.

This committee meets at least twice a semester.

The Admissions Review Board is composed of the Director of Admissions, Vice-President for Academic Affairs, Dean of Residence Halls, Registrar, Financial Aid Director, and the Admissions Counselors. The duties of this board are:

1. To evaluate the credentials of all applicants to the College where these credentials are in any questionable. This includes all applicants with low academic records, academic deficiencies, questional recommendations, or with serious physical, mental or emotional problems.
2. To decide in cases of applicants with low or deficient academic records whether the applicant should be admitted, and if admitted whether the admission status should be non-degree, admission with reservation or regular admission.
3. To recommend, where deemed necessary, that academically weak or deficient students admitted be required to take a lower class load or have remedial work.
4. To decide whether a student referred to this board for reasons other than academic be admitted.

This committee meets as often as necessary to evaluate all applicants of questionable eligibility.

The Financial Aid Committee is composed of the Director of Financial Aids, Vice-President for Business Affairs, Vice-President for Development, Dean of Admissions, Alumnae Executive Secretary, President of the Faculty Assembly, and the Coordinator of Admissions. The duties of this committee are:

1. To study the academic record and financial situation of the applicants for financial aid.
2. To award scholarships and grants, working within the policies established by the Board of Trustees and by the Administrative Board.

The Academic Advisory Committee is composed of the Vice-President for Academic Affairs and the Division Coordinators. (See duties of this committee, under Vice-President for Academic Affairs. P.5)

The Committee on Academic Rank, Promotion and Tenure (See Faculty Organization p. 1)

The Summer Session Committee is composed of the Director of the Summer Session, the Vice-President for Academic Affairs, and selected faculty and administrators as needed. Its duties are to plan and develop the summer offerings and to see that they are properly administered.

The Religious Affairs Committee is composed of the Chaplain, the Vice-President for Student Affairs or a representative of that office, plus one elected faculty member and three elected students. The duties of this committee are:

1. To recruit committees to plan the daily and Sunday liturgies.

2. To plan periodic religious experiences each year such as retreats, seminars, discussions and para-liturgical services.

This committee meets at least monthly.

Program Committee is composed of the Director of Public Relations and one faculty member and one student from each division, elected by members of each division. The program committee is responsible for advising the program chairman on the selection of speakers, performers, movies and other entertainment and cultural events of an all-college nature.

This committee meets at least twice a semester.

THE COLLEGE COUNCIL

The College Council is the main legislative body of the College. It was established as a result of a two year Self-Study, in the spring of 1970. The Council is comprised of eight faculty--elected by the faculty, eight students--elected by the students, and three administrators appointed by the President. The Council functions as a part of the Administration and in particular falls under the jurisdiction of and reports to the President of the College, who is the principal executive of the College. The Council is concerned with deliberating on what laws are necessary and proper for the government of the community, not with administering them, nor with judging their legality.

The Council has four standing committees: Academic Affairs, Faculty Affairs, Student Affairs, and College Resources. Each committee has faculty, student and administrator members. The committees are charged with the duties of research and investigation of proposals being considered by the Council, and with developing and recommending changes or new policies to the proper constituency for their action, and when requested by the College Council or by the President, report to the requesting authority on matters within its charge.

The Council meets every other week, usually on Tuesdays at 3:30 in the large seminar room on the ground floor of the Library. The standing committees also meet every other week, usually on Thursdays at 3:30. The meetings are open to any interested persons.

A copy of the College Council Code is on file in the Student Senate Office.

STUDENT SENATE

The central organ for student thought and action on campus is the Student Senate. The Purpose of the Senate, in which all full-time students hold membership, is to provide an opportunity and means for self-expression and self-government by and for the student body. It shall be democratic in its organization, sound in its functioning, and effective in its actions; it serves as a channel for coordination of student interests of the College through cooperation of the students, faculty and administration; it aims to facilitate interaction among SMWC students, faculty and administration in the hope of fostering increased communication.

The Student Senate endeavors, through participation in the National Student Association, to promote academic freedom and responsibility, to promote students' rights and to improve all aspects of student life--educational, social, and cultural.

Through the election of a president and student senators, as well as the establishment of student oriented committees, the Student Senate tries to keep SMWC students informed of important legislation and events involving the College community on the whole.

CAMPUS JUDICIAL SYSTEM

A. Faculty relationships with other faculty and with the administration are governed by the policies outlined in the SMW College Faculty Manual, Part II, "Faculty." pp.6.

B. Student relationships with other students and/or conflicts with college policies are governed by a Judicial Committee and an Appellate Board based on a community-communication system. Specific regulations covering these relationships are incorporated into the Student Handbook. See page 16.

C. Faculty-student and student-faculty relationships are governed by a seven-member Board of Arbitration.

1. Membership on the board will be composed of one non-teaching administrator appointed by the President, three faculty and three student members, to be elected by the faculty and the student body respectively by the end of the third week of classes of each new school year. Each constituency should also select an alternate member to serve in the absence or personal involvement of one of the regular members. The Board is chaired by the Vice-President for Academic Affairs or by the Chairman of the Student Judicial Committee, who has a voice but no vote. The Vice-President for Academic Affairs presides when a complaint is lodged against a faculty member; the Chairman of the Student Judicial Committee presides when a complaint is against a student.

2. The term of office for the elected members shall be one year, with no restriction on re-election.

3. Before the Board can be called into session, the plaintiff must first have attempted to resolve the problem by discussing it with any two of the following three persons: the other person involved in the controversy, the area advisor, or the Vice-President for Academic Affairs. The number may be reduced to one if any two of these functions are held by the same person.

4. If the process outlined in paragraph 3 does not produce a solution agreeable to both parties, either of the co-chairmen, who must first be persuaded that the steps in paragraph 3 have been pursued in good faith, may be requested to call the Board into session.

5. The Board of Arbitration is also empowered to make any necessary interpretation of the Bill of Rights and Responsibilities.

The Board referred to in part C was established with the approval of the College Council, in January of 1973, on an experimental basis for a period of one year, at which time it is to be evaluated by the College Council and a decision made as to whether it should be made a permanent part of the judicial structure.

The Judicial Committee referred to in part B is an all student committee whose By-Laws are printed in the following section.

The Appellate Board referred to in part B is an administrator-faculty-student committee whose By-Laws are printed in the following section.

BY-LAWS OF THE STUDENT JUDICIAL COMMITTEE

A. Scope of Power

1. The Judicial Committee hears all cases of alleged infractions of the non-academic policies and regulations of SS and the College in accordance with due process.

2. The Judicial Committee has the power to impose any sanction which it considers necessary, but the final decision concerning expulsion and suspension rests with the Vice-President of Student Affairs and the President of the College.

3. The Vice-President for Student Affairs will act as a resource person in particular cases of a serious infraction which warrant detailed investigation.

B. Membership

1. Minimum of 9 to maximum of 13 students will be members of the Student Judicial Committee, one advisor, a chairman, and an assistant chairman.

2. Elections
   a. There will be 12 members elected from among the classes.
   b. Upperclassmen nominations and election will be held in April of that academic year.
   c. Freshmen will be elected in January.
   d. One student will act as Chairman-at-Large of the Student Judicial Committee.
      1. She will be appointed in April, from among interested persons, through the office of the Vice-President for Student Affairs.
      2. The Chairman-at-Large will act as chief representative of this Committee.
   e. There will be 12 voting members on the Committee.

C. Procedure

1. The Chairman-at-Large will be responsible for performing the following duties:
   a. The Chairman-at-Large will be responsible for elections of her new committee
   b. The Chairman-at-Large will be responsible for writing notices of infractions to offenders (warnings and summons)
   c. The Chairman-at-Large will be responsible for bringing a resource person for assistance in a case.
   d. The Chairman-at-Large is responsible for taking care of the judicial bank account.
2. An Assistant Chairman-at-Large will be elected and will carry out the duties of a secretary as well as assist the Chairman-at-Large.
   a. The Assistant Chairman is to aid and assist the Chairman in performing her duties.
   b. The Assistant Chairman is to assume the duties of the Chairman in the event of her absence, resignation or impeachment.
   c. The Assistant Chairman will not have a vote.
   d. The Assistant Chairman is to keep adequate minutes of the business meetings, and a transcript of all hearings.
3. The Student Judicial Committee must meet at least once a year to consider any revisions or additions that are necessary to the structure of this Committee for its successful operations.
4. Meetings should be held every two weeks to initiate the process of cases submitted during the previous two weeks. Two-thirds of the Committee must be present at the meeting in order to conduct business and vote.
5. Business meetings are open to the public. Personal discussions of cases will be closed.
6. The Chairman will be present and will vote only in case of a tie in a decision.
7. Committee members will evaluate discussion privately concerning hearings.
8. Decisions of the Committee must be reached by a majority of those present.
9. A student's behavior that is being questioned should be described in writing and submitted to the Chairman or Assistant Chairman, within a week of the next Judicial Committee meeting.
10. Notification of the decision of the Committee will be made by written notification to the student within 72 hours. Decisions requiring the approval of the President will be made known to the student within 72 hours.

11. Emergency meetings may be called at the discretion of the Student Judicial Committee, with the decision by the Chairman.

D. Student Rights

1. The accused has the right to know the accuser and can request her presence at the Judicial Committee meeting.
2. Both the accuser and the accused have the right of counsel, provided the counselor be a member of the College Community.
3. Both the accuser and the accused have the right to present witnesses in their behalf at the meeting.
4. The student against whom charges are brought has the right to appeal the decision of the Student Judicial Committee to the Appellate Board within five class days of the notification.
5. All Judicial Committee meetings are to be conducted according to due process and to insure the rights of all students.

THE APPELLATE BOARD BY-LAWS

A. Appellate Board

The Appellate Board handles appeals of any student who feels she has been unjustifiably accused and/or unfairly sanctioned by the Judicial Committee.

B. Members

1. Vice President for Student Affairs or a duly designated substitute.
2. Two faculty members.
3. Four student representatives--one from each class.
4. Four student 'sub' members--one from each class.
5. Two substitute faculty members.

C. Duties of Members

1. The Vice President for Student Affairs or the duly designated substitute is to act as Chairman of the Appellate Board.
2. The four student representatives and the two faculty members should be present at the meetings and sit in as members of the Board.
3. The four student substitutes and the faculty substitutes will replace the member of their respective classes or the faculty member who feels he or she is biased in the case being reviewed or if that member is absent.

D. Elections

1. Elections are to be held annually.
2. The four student representatives designated as members of the Appellate Board are to be elected by their classes--one from each class.
3. The faculty representatives and the faculty substitutes are to be elected by the faculty.

E. Meetings

1. The Appealer must apply for a hearing to the Chairman of the Appellate Board within one week after notification of her sanction. The Appellate Board must initiate the process of the appeal within one week of receiving it.
2. Two-thirds majority of the Board must be present to conduct business.

F. Witnesses

1. The appealer has the right to counsel and to present witnesses in her behalf. The counsel must be a member of the College community.
2. The Judicial Committee has the right to present witnesses to its decision at the Appellate Board hearing.

G. Procedure

1. A student may appeal her case only once. The decision of the Appellate Board will be final.
2. The decisions of the Appellate Board must be reached by a majority vote of the members present at the meeting.
3. The Appellate Board must meet at least once a year to consider any revisions or additions that are necessary to the structure of the Appellate Board for its operating successfully.

SCHEDULING OF EVENTS

In order to clarify existing practice and to protect the interests of the College and of organizations using its facilities, the Administrative Board approved the following policy on February 29, 1972, regarding scheduling of events at the College. Any questions concerning the policy should be directed to the Public Relations Office.

POLICY REGARDING SCHEDULING OF EVENTS AT SAINT MARY-OF-THE-WOODS COLLEGE

1. Scheduling of all campus events must be made with the Public Relations Office and no on or off campus organization may hold an event on campus unless such event has been registered with this office. Events include all off-campus groups and also on-campus groups when the event is open either to the public or to the campus community. Events not included are committee meetings, clubs and interest groups except when extensive facilities are involved.

2. Events that are sponsored by the College or have an educational function, rather than a recreational purpose, or affect the total college community, have priority over events sponsored by special interest groups or off-campus organizations.

3. Reservations for use of College facilities should be made as far in advance as possible; however, it must be understood that even though an event by a special interest group or an off-campus organization is scheduled, a College priority function could preclude the use of the facilities on a particular date. It is fully understood by the College that this policy could be injurious and possibly cause financial loss to the programs of special interest groups or off-campus organizations. Therefore, the College agrees not to interfere with a scheduled program at any time within 60 days of the event, unless the taking of such a date by the College is completely agreeable with the organization concerned. Also, the College will make every effort not to schedule events on dates already reserved by other organizations, regardless of the amount of time that is involved. Events that are possibly conflicting may be scheduled on the same day with permission of all parties involved.

4. Should any conflict in scheduling occur or should any questions arise regarding the availability of space or the advisability of holding a particular event on campus, the office of Public Relations or the concerned parties may ask the Administrative Board of the College to make the final decision regarding the articular matter.

5. The Public Relations Office shall maintain a master calendar of events and publish a monthly calendar listing events. Groups wishing to utilize College facilities must generally reserve rooms in the particular building needed. The Public Relations Office has information on such requirements. The Public Relations Office maintains a schedule of rental fees for facilities on the campus which are used by off-campus groups.

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ORGANIZATION OF THE ACADEMIC STAFF

The Faculty of Saint Mary-of-the-Woods College is composed of two classifications:

Teaching Faculty - any member of the College community who holds academic rank and is teaching in a given semester. Any member of the Library staff with an M.S. degree in Library Science holds faculty rank and will be considered teaching faculty.

Non-teaching Faculty - any member of the College community who holds academic rank but is not teaching in a given semester.

The Faculty is organized according to areas of study with divisions composed of several areas, under the Vice-President for Academic Affairs.

A description of the administrative organization of divisions and areas, as well as the duties of division coordinators and area chairmen will be found in the Handbook under "Administrative Organization."

The deliberative body of the faculty is the Faculty Assembly, composed of all full-time and part-time members of the faculty, administrators with academic rank and members of the staff with academic rank. All members have voice and vote in deliberations of the Assembly. Officers of the Assembly are a President and a Secretary, both of whom are elected from the faculty at large and serve a one-year term of office.

The President of the Faculty Assembly is the designated representative of the faculty at meetings of the Student Senate. In turn, the Student Senate elects a representative to attend meetings of the Faculty Assembly. Neither has the vote in deliberations. In addition, a reporter from the student newspaper is welcome to attend Faculty Assembly meetings.

The organizational plan of the Faculty Assembly is given on page of this Handbook.

STANDING COMMITTEE ON ACADEMIC RANK, PROMOTION AND TENURE

A Standing Committee on Academic Rank, Promotion and Tenure, composed of three elected and two appointed faculty members, shall make recommendations to the President and the Vice-President for Academic Affairs of the College regarding the granting of promotions and tenure.

In a general election called for that purpose, or at the time of College Council elections, the faculty shall elect from their tenured number the three elective positions on the committee. The ballot shall contain the names of all tenured faculty members who are presently members of the faculty and who have completed at the time of induction in September three consecutive years as a full-time faculty member at Saint Mary-

of-the-Woods College. In the event that a person is elected to the committee and does not wish to serve in this capacity, the person receiving the next highest vote in the general election shall fill the vacancy.

The President of the College shall appoint two faculty members to the committee following publication of the results of the general election. The purpose of the two appointive positions is to insure balanced representation on the entire faculty. The term of office for members of the committee shall be two years.

Members of the committee who are eligible for promotion and/or tenure shall be ineligible to sit during the deliberations concerning their own specific candidacy and shall not have the right of voting in such cases.

The Committee shall have the following duties and responsibilities:

1. To receive requests for academic promotion and/or tenure from individual faculty members (it is the obligation of individual faculty members to make application for promotion and/or tenure).

2. To investigate and evaluate each candidate's qualifications for promotion and/or tenure.

3. To make recommendations based upon these evaluations to the President and the Vice-President for Academic Affairs of the College prior to the issuance of contracts as to whom should be given academic promotion and/or tenure. The said individual recommendations shall include the bases upon which such endorsement has been made.

4. To submit to the President and the Vice-President for Academic Affairs of the College a list of those candidates for academic promotion and/or tenure whom the committee does not endorse for promotion and/or tenure at each evaluation period. This list shall contain the reasons why such endorsement was not given to each individual candidate.

5. To use the following general principles and specific requirements in making the above determinations, as stated under "Promotion" and "Tenure" below.

RANK AND PROMOTION

The general principles for elevation to promotion within rank are prescribed certain scholastic attainment as indicated by degrees held or graduate credit earned as well as stated years of experience. Neither of these guarantees automatic advancement, but they do constitute eligibility. Additional consideration shall be given to effective teaching, scholarly endeavors, counselling and advising, service to the college community and service to the community at large.

Specific requirements as listed below are minimal, sufficient qualifications upon which advancement is ordinarily granted. The requirements pertaining to study are effective beginning with the school year 1975-76. In extraordinary situations, exceptional action may be taken by the President and the Vice-President for Academic Affairs of the College.

Full-time Faculty:

The teaching load for full-time faculty is 12 credit hours or the equivalent each semester. The duties of the area chairmen carry a minimum of one credit-hour each semester and the duties of the Division Coordinators carry a minimum of two credit-hours each semester. Other equivalencies are worked out by the faculty involved and the administration.

Instructor - The rank requires a Master's degree (actual or in candidacy) in one's field, evidence of desire and ability to teach, and reasonable promise of scholarly developments.

Assistant Professor - After three years of full-time college teaching as an instructor, or the equivalent thereof, he or she becomes eligible for promotion to the rank of assistant professor. Also required is any one of the following: teaching excellence (primary consideration), 12 hours of graduate study beyond the Master's, scholarly promise, or service to the college community or community at large.

Associate Professor - After three years as an assistant professor and a total of 6 years of full-time college teaching, he or she becomes eligible for promotion to the rank of associate professor. The rank requires 15 hours of graduate study beyond the Master's, and any two of the following: teaching excellence (primary consideration), demonstrated scholarship, and service to the college community or community at large.

Professor - After six years as an associate professor and a total of 12 years of full-time college teaching, he or she becomes eligible for promotion to the rank of full professorship. The rank requires an earned doctorate or an equivalent terminal degree, or 30 hours of graduate study beyond the Master's and one of the following: teaching excellence or demonstrated scholarship. Consideration may also be given to administrative or service contributions of the candidate.

Part-time Faculty:

Faculty carrying less than twelve credit hours or the equivalent each semester are classified as part-time faculty.

Part-time faculty who have academic rank at another college or university will be given the same rank at Saint Mary-of-the-Woods College, but with the prefix Adjuvant before the rank. Thus an Assistant Professor from another college or university who teaches part-time at Saint Mary-of-the-Woods College shall be given the rank of Adjuvant Assistant Professor.

Part-time faculty who do not hold academic rank concurrently at another college or university will be designated as Lecturer in _____ Division. If a part-time faculty member designated as Lecturer holds a Master's degree and teaches half-time or more for six consecutive semesters, the rank shall be changed to Instructor (part-time) beginning with the seventh semester of at least half-time teaching.

The Instructor (part-time) shall be considered eligible for promotion to Assistant Professor (part-time) when he or she has taught the equivalent of three years of full-time teaching. Also required is one of the following: teaching excellence (primary consideration), 12 hours of graduate study past the Master's degree, scholarly promise, or service to the college community or community at large.

After teaching an equivalent of three years full-time teaching as an Assistant Professor (part-time) and a total of the equivalent of six years of full-time teaching, he or she becomes eligible for promotion to the rank of Associate Professor (part-time). The rank of Associate Professor (part-time) also requires 15 hours of graduate study beyond the Master's degree and any two of the following: teaching excellence (primary consideration), demonstrated scholarship, and service to the college community or community at large.

Part-time faculty not holding rank at another college or university concurrently will not be eligible for promotion beyond the rank of Associate Professor (part-time).

Part-time faculty are not eligible to receive tenure.

Part-time faculty holding rank other than Lecturer in the 1972-73 year will retain their rank, with the addition of the words (part-time), (e.g. Assistant Professor (Part-time), even if they do not fulfill all requirements as stated above. They will not be advanced in rank unless all requirements are fulfilled as stated above.

Administrators:

Administrators who hold rank at the time of appointment to an administrative position retain their academic rank. Persons who have had college teaching experioence prior to appointment to administrative positions may be given academic rank at the time of appointment as administrator. If a faculty member holds tenure at the time of appointment to an administrative position, this tenure applies to his or her teaching position and not to the administrative position.

Academic rank is based primarily on teaching experience and ability. Therefore, non-teaching administrators are not eligible to receive tenure or promotion in rank. In determining the length of experience needed to become eligible for promotion in rank or to receive tenure, only the teaching portion of the administrator's time, converted to fulitime equivalent, shall be considered. Thus, an administrator who teaches one-half time each semester would need six years to obtain the equivalent of three years full-time teaching.

TENURE

The College recognizes the necessity for free speech for truth and its free expression and therefore also recognizes the security implied in tenure. It accepts the "1940 Statement of Principles on Academic Freedom and Tenure" of the American Association of University Professors as amended. The college therefore grants tenure only after considered deliberation and upholds the tenured faculty member's rights and privileges.

Tenure means continuous appointment and employment which may be terminated only under conditions stated in the Handbook under "Termination of Services." The tenured professor is a permanent member of the faculty under contract without expiration date except in terms of retirement.

Professors who have completed six years of full-time college teaching experience are eligible for tenure. Full professors and associate professors are normally tenured by their rank. New faculty members accepted or appointed with ranks higher than instructor may be required to serve a probationary period of at least 2 and not more than 6 years, the specific probationary period to be determined by the President at the time of appointment, after which tenure shall be granted or the appointment terminated.

At the conclusion of the required years of teaching experience, the Standing Committee on Academic Rank, Promotion and Tenure must recommend to the President and the Vice-President for Academic Affairs one of the following for each candidate eligible for tenure: tenure with promotion, tenure without promotion, or terminal appointment for one more year.

The obligations upon a faculty member granted tenure are stated in the Handbook under "Faculty Responsibilities and Relationships."

FACULTY RIGHT OF APPEAL

The right of appeal should not be denied in cases where faculty members have not been promoted or granted tenure. The President of the College shall convene a special appeals committee of not more than three members to hear such an appeal within 15 days of the request for appeal.

RETIREMENT

Retirement is automatic at age 65. A subsequent appointment on an annual basis is possible, but such arrangement does not include tenure.

TERMINATION OF SERVICES

Dismissal of a tenured faculty member, or of a non-tenured member with less advance notice than that stated in this Handbook under "Contracts," shall be preceded by a statement of reasons to the instructor by the President of the College, in counsel with the Vice-President for Academic Affairs, the division coordinator, and the area chairman.

The instructor, if he so desires, shall have an opportunity to be heard by a committee of three other faculty members, one of whom shall be chosen by the instructor, one by the Administration, and the third elected by the Faculty.

At this hearing, the instructor shall have the right to an advisor of his choosing, who may act as counsel.

The hearing must take place within 30 days of the instructor's notification of dismissal, and a tape recording of the proceedings shall be made available to all parties concerned. The Hearing Committee will report to the President of the College, who will make the final decision.

Suspension from duties may take place before the hearing if the Administration deems it necessary. In such cases, the above procedures must be initiated as soon as possible.

If the instructor's services are terminated, severance pay is arranged with the President of the College and the Vice-President for Business Affairs.

GROUNDS FOR TERMINATION OF SERVICES

Financial exigencies of the College may necessitate a retrenchment in personnel in particular areas. If a tenured faculty member is released, he shall have first opportunity for reappointment if the position is reinstated within two years.

Repeated gross violations of Christian norms of conduct may provide grounds for dismissal.

Obvious incompetence, substantiated by reliable testimony, may lead to dismissal.

Failure and unwillingness to perform duties as indicated in the contract and the Handbook, or speech or performance that seriously harms the good name of the College, is sufficient grounds for dismissal.

FACULTY RESPONSIBILITIES AND RELATIONSHIPS

The following is the Code of Professional Ethics of the faculty of Saint Mary-of-the-Woods College: The College does not discriminate because of rank, sex, religious belief or status as layman, religious or clergy. It is, therefore, the obligation of all

members of the faculty to assume positive and active interest in the College, of conforming with its policies, of implementing directives, and of loyalty to its public and professional reputation.

Each individual, whether administrator or faculty member, should respect his duty to inform the proper person on any matter deemed sufficiently detrimental to the College.

Faculty members, as well as administrators, shall guard the confidence of other faculty members and of students. Confidential information imparted to individual faculty members is to be considered as such, and failure to do so is betrayal of trust and evidence of professional irresponsibility.

A faculty member will observe the following specific proprieties in regard to fellow faculty members:

1. Refrain from interference in matters concerning other faculty members and their students.

2. Share ideas, suggestions, materials and methods and give due credit for same.

3. Maintain personal and professional integrity and respect that of others.

4. Continue professional development in one's field and show interest in that of others.

5. Conduct himself in such a manner that individual actions do not affect the academic freedom or professional ethics of others.

AREAS OF FACULTY RESPONSIBILITY

The faculty sets the requirements for the degrees offered in course, determines when the requirements have been met, and so informs the President of the College and the Board of Trustees who confer the degrees thus achieved.

The faculty has direct interest in such fundamental areas as curriculum, subject matter, methods of instruction, and research.

The faculty has a direct interest in faculty status and related matters. This area includes appointments, reappointments, decisions not to reappoint, promotions, the granting of tenure, and dismissal. The responsibility of the faculty for such matters is based upon the fact that its judgment is central to general educational policy. Also, see in the Handbook, "Standing Committee on Academic Rank, Promotion and Tenure."

The faculty should actively participate in the determination of policies and procedures governing salary.

Faculty responsibility for student welfare should extend beyond the purely academic to include also a strong dedication to the full human and spiritual development of the student.

FACULTY APPOINTMENTS

Appointments to the faculty are made by the President of the College after consultation with the Vice-President for Academic Affairs, the division coordinator, and the area chairman. Academic rank will be determined at the time of appointment.

The prospective faculty member is expected, when possible, to visit the campus for an interview with the President, or her designated representative, and the above-named officers. During this visit, if possible, it is recommended that the candidate meet with other faculty members and students and also be oserved by the area chairman in a formal or an informal teaching situation.

The College will reimburse the prospective faculty member for one half of the travel expenses incurred for the interview on campus.

No appointment is made without a personal interview with the President or her designated representative.

CONTRACTS

Contracts are renewed annually. By mutual agreement, any special terms or conditions may be made part of the contract. No other assurance of a contractual nature, written or verbal, by any officer of the College shall bind the College legally unless such assurances are made part of the contract.

Usually the President schedules a conference with each faculty member before the conclusion of the first semester to review the year's work, to notify the member of the intention to reappoint or release him, and to discuss the terms of appointment for the following year.

Notice of intention of reappointment or release of faculty members in their first year of service will be given no later than the first class day of the second semester of the contract year. For faculty members with two or more years of service and on annual appointment, notice of release will be given as early as possible, in no case later than December 15 of the contract year.

For all faculty members, the new contract will be offered no later than March 1 of the current academic year. The contracts are to be returned to the President, signed or rejected, by March 15. One copy of the contract is retained by the faculty member.

Faculty members who wish to terminate their services at the College are also expected to observe the above dates: the first class day of the second semester for those who are in their first year, and December 15 for those with two or more years of service.

SALARY

The College is committed to the policy of improving faculty salaries. It is the goal of the College to attain a medial salary scale as published in current national surveys. The President uses the following criteria in determining an individual's salary: academic rank; merit, which includes the attainment of recognition in scholarly endeavor either in teaching or in research; and experience and training, which results in enhancing the usefulness of the faculty member to his profession and to the College.

PAYROLL DEDUCTIONS

The following deductions can be made from the faculty member's salary:

Federal and State Income Tax - At the beginning of his first year of service in the College, a faculty member fills out and files with the Business Officer Form W-4 in order to claim exemptions in connection with the Federal Income Tax withholdings. Information concerning the above deductions may be obtained from the Vice-President for Business Affairs. It is the responsibility of the individual faculty member to report any changes in his withholding status.

T.I.A.A. After one academic year of full faculty status, a faculty member may apply for Teachers' Insurance Annuity Association at the Business Office. The premiums are based on gross annual salary and are deducted for nine months each year. The premium is 10% of the annual salary, with the faculty member paying 5% and the college paying the other 5%. The total T.I.A.A. investment is transferable to other institutions and is continuous for members transferring here from another institution.

Blue Cross-Blue Shield - The College offers to pay single membership fees on all college full-time employees for Blue Cross-Blue Shield coverage. If a member wants family or dependent coverage, he must pay the difference which is also deducted from his check.

SCHEDULE OF PAYMENTS

Full-time lay faculty members are paid on the 27th of each month, on a 12-month basis. Part-time lay faculty members are paid by individual arrangement with the President of the College.

TRAVEL ALLOWANCE

The College reimburses a prospective faculty member for one-half of the travel expenses incurred for the personal interview on campus. The College also pays the new faculty member for half of the expenses incurred in moving.

Travel allowance for professional meetings is handled through the area chairman.

SUMMER STUDY

In order to encourage faculty members to continue their education in their respective disciplines, a full-time faculty member with a Doctorate or Master's degree may be eligible to receive a stipend of $200 to assist in meeting expenses incurred in summer study. Such programs must be approved by the Vice-President for Academic Affairs prior to enrollment. Upon completion of the summer study, a transcript of credit earned, or proof of program participation, must be sent to the Business Office before the stipend is granted.

The stipend is granted under the following conditions: the instructor has been with the College for at least one year and is under contract for the following year; the advanced study is not otherwise substantially subsidized; and the instructor earned six or more semester hours of credit or its equivalent.

SABBATICAL LEAVE

A Sabbatical Leave is available to a professor upon his completion of six continuous years of full-time teaching at the College. It is normally given for a period of one year and must be used primarily for the improvement of professional competency.

The Sabbatical carries with it remuneration amounting to one-half of the professor's most recent salary. If he elects a one-semester Sabbatical, he will be on full salary during that semester and will return to duty at the beginning of the next; if he elects a full-year Sabbatical, he will be on half-pay through that time and will return to duty at the beginning of the next academic year. Arrangements concerning T I.A A. and Blue Cross-Blue Shield are made with the Business Office.

During the Sabbatical Leave, the College retains the professor's name on its roster, and on completion of the period he is obligated to resume teaching at the College for at least one year. He will be eligible for a second Sabbatical after he again meets the basic provision. The granting of Sabbatical Leave is contingent on such factors as finances, the professor's own dispensability at the time, the current possibilities for adequate substitution. Nevertheless, the College does espouse the policy and does implement it whenever possible upon legitimate application.

REQUESTED LEAVE

Requested Leave of Absence may be sought by a faculty member for study, health or other personal reasons. If the Leave is granted by the Administration, its term and conditions will depend on the specific circumstances. There is no automatic remuneration attached to the Requested Leave.

During the Leave the instructor's name is kept on the College roster. The faculty member has the obligation of notifying the Administration, prior to December 15 of the leave year, concerning his return to active faculty status for the next academic year.

APPLICATION FOR LEAVES

Application for the Sabbatical and for the Requested Leave is to be made to the President of the College through the divisional structure and normally at least a year before the time in which it is to begin.

DIRECTED ASSIGNMENTS

Occasionally the College may offer to an individual a special assignment that may be tantamount to a temporary change of appointment. The College will accompany the offer with a proposal concerning the stipend; the individual is free to negotiate on this and other conditions and to accept or decline the offer.

OTHER COLLEGE SERVICES FOR FACULTY MEMBERS

Library - Members of the faculty are encouraged to make maximum use of library facilities. Books may be taken out by faculty members on an extended basis. The faculty lounge on the third floor is for the express use of faculty groups and individual members. A record player and radio, as well as kitchen facilities, are available in the lounge. The faculty reading room is on the main floor. Coffee is usually available there. For more detailed information, consult the Library Handbook for Faculty Members.

College Dining Room - The college dining room, located in Foley Hall, is serviced by Saga Foods. Faculty members may purchase meals individually or on a longer term basis. Serving hours are announced at the beginning of each year.

Religious Services - Mass is offered daily in the College Chapel, in Foley Hall, as well as in the Conventual Church. Faculty members are welcome to attend religious functions available to the College community.

Publications - The College publications, the Woods and Aurora, are available to all members of the College community.

Faculty Records - Faculty records, including application and transcripts, are kept in the office of the Registrar in Guerin Hall, and are available for reference when needed.

Cultural Recreational Activities - A large number of guest lecturers and artists are brought to the campus. These programs, plus all campus productions, are open to attendance by all members of the College community. Programs at the near-by institutions, Rose-Hulman Institute and Indiana State University, are generally open to members of the Saint Mary-of-the-Woods College community. The swimming pool and gymnasium may be used by faculty members when these facilities are not being used by regular classes.

Health Services - Qualified nurses are available in Le Fer Hall for help in emergencies. They will also be glad to assist in the carrying out of the doctor's prescription.

Mail - Faculty members receive mail in individual boxes located in the building where they usually teach or have an office. Outgoing mail may be taken to the College Post Office on the ground floor of Le Fer, or it may be placed in boxes designated for that purpose in the other campus buildings. Campus mail may be placed in boxes designated for this purpose, also located in the various campus buildings, or taken to the Campus Post Office.

Telephones - Restricted phones may be used only for on-campus calls. Off-campus local calls can be made from those departments having non-restricted telephones. Long distance calls should be approved by the area chairman and should only be made with the assigned credit card call number. Pay phones are also available in most campus buildings. Switchboard operators have been asked not to place long distance calls through the switchboard.

THE FACULTY ASSEMBLY: ORGANIZATIONAL PLAN

I. Membership. Participation in the functions of the Faculty Assembly shall be open to all full or part-time employees who have been granted faculty status.

II. Operation - The business of the Assembly shall be conducted at regularly stated meetings (or as noted below) with the entire membership acting as a committee of the whole. This will normally be restricted to legislative action on reports from committees or administrative officers. Meetings will be conducted according to standard parliamentary practice. A majority of the (full-time teaching) faculty shall constitute a quorum. Announcements not requiring discussion should be channeled through Faculty Memos.

III. Officers.

A. President of the Faculty. The presiding officer shall be elected for a one-year term at the last regular Assembly meeting of an academic year and shall assume office at the close of that meeting. Any member of the Assembly shall be eligible for nomination, and no restriction is placed on re-election to the office. Election shall be by majority vote.

B. Secretary of the Faculty. A recording secretary will be elected, following the same provisions listed above. In the absence of the President of the Faculty, the Secretary shall preside.

IV. Representation on the College Council.

A. Faculty membership on the College Council. Any member of the Assembly shall be eligible for nomination. No restrictions are placed on re-election to the council.

B. Faculty membership on College Council Standing Committees. Any member of the Assembly shall be eligible for nomination. Selection shall be made by the Assembly from self-nominations. No restrictions are placed on re-election to the Standing Committees.

V. Voting. All teaching faculty (full or part-time) have voice and vote at meetings of the Faculty Assembly; faculty meetings are open to non-teaching faculty with voice but no vote.

VI. Agenda. The agenda for a regular faculty meeting shall include any reports from standing or ad hoc committees, administrative officers, or other items at the discretion of the presiding officer. Special meetings to consider additional matters or emergency measures may be requested by an administrative officer or called upon petition to the presiding officer by a majority of a quorum.

VII. Student Representation. The student body is authorized to have an official representative at regular Assembly meetings who shall have right of voice but not vote. Any number of student observers (or other guests) who can be accommodated are permitted to attend.